

60.2 Deposit and Apply Receipts

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Revision History

Version	Date	Revision Notes
1.0	07/30/2019	Accepted Version
2.0	04/29/2021	Accepted Departmental Version
3.0	11/13/2023	Updates for Financials Wave
3.1	12/6/2023	Updated Figure 4 Screenshot
3.2	12/22/2023	Updates to 60.2.1 Narrative Description of Process Steps for workflow (e.g., revenue/non-revenue deposit scenario) and role (e.g., spreadsheet upload/interface) clarification – Steps 1, 3, and 7.

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Business Process Overview

The Deposit and Apply Receipts business process is within the Accounts Receivable (AR) business process grouping. AR includes a collection of business processes that:

- Manage accounting, reporting, and collection of outstanding State revenues;
- Support the intake and accounting for cash receipts; and
- Ensures that the write-off of outstanding debt is appropriately approved.

This business process addresses how the State records deposits in Florida PALM and monitors that deposits are reconciled to bank data.

The business subprocesses included are:

- 60.2.1 – Direct Journal Deposits
- 60.2.2 – AR Deposits (Segment III – TBD)
- 60.2.3 – Returned Items
- 60.2.4 – Manage Electronic Receipts Data

Section 116.01, Florida Statutes (F.S.), requires funds collected and due to the State to be deposited in the Treasury no later than seven working days from the close of the week in which funds were received. Section 215.31, F.S., provides revenue collected or received shall be promptly deposited in the Treasury, immediately credited to the appropriate fund, and properly accounted for by DFS as to source.

60.2.1 – Direct Journal Deposits

Direct Journals are used to record payments that are not normally associated with a customer or outstanding receivable. A deposit can have one to many payments and one to many accounting lines. The agency will have a business decision to understand the level they need to enter payments and accounting lines. Direct Journals are also used to correct accounting entries or reclassify revenues within their agency through \$0 deposits. Once deposits and payments are recorded in Florida PALM, they must be verified and approved to go through system checks (e.g., Edit, Budget, and Cash) and post to the ledger where the fund cash balance is updated in Florida PALM. Successfully passing these checks and posting to the ledgers makes the deposit amount available for agency use.

60.2.2 – AR Deposits (Segment 3 – TBD)

AR Deposits are associated with customer payments and outstanding AR items. A system process called Payment Predictor matches AR items entered on the payment with outstanding AR items in the system. If payments do not match through Payment Predictor, there are scenarios where a user needs to create a payment worksheet and apply the payment manually.

60.2.3 – Returned Items

If checks, credit card payments, and Automated Clearing House payments deposited are returned by the bank (e.g., insufficient funds, credit card disputes, or closed accounts), a debit memo is systematically generated. Returned items are recorded in Florida PALM to reduce the cash balance in an agency default fund. A Direct Journal Deposit is used to update the default fund to the appropriate fund through a \$0 deposit reclass entry. Agencies notify customers through their normal process to collect outstanding balances.

60.2.4 – Manage Electronic Receipts Data

Manage Electronic Receipts Data is a process to import ePayment and ACH Notification of Change (NOC) data from financial institutions and make available to the agencies for use in customer transaction processing.

Definitions for terminology used within this business process can be found at [Terms and Definitions Catalog](#)¹.

Dependencies and Constraints

Dependencies and Constraints describe any conditions or criteria that impact how or when the business process should be executed. These could be set within Florida PALM or from external sources (i.e., Law or Rule).

- The deposit verification process is dependent on Florida PALM receiving a bank file and the Department of Financial Services (DFS), Division of Treasury (Treasury) performing the Manage and Reconcile Bank Statements business process.
- Recording returned items is contingent upon the bank providing the interface files.
- Deposits will be recorded in the Florida PALM configured bank account which corresponds to the actual bank account in which the cash was deposited.
- Deposits must be verified and approved to go through automated system activity checks (e.g., edit, budget, and cash) and post to the ledger.
- Accounting entries may be approved before verification and verification may occur before accounting entries are approved.
- Revolving Fund Bank Account activities, including deposit transactions, will be managed externally and not recorded in Florida PALM.
- Agencies can record revolving fund details at the time of replenishment through the 30.3 Enter and Process Vouchers business process.

Business Process Flow Details

The tables below describe steps in each business subprocess as reflected on the Business Process Flow Diagrams. The tables also reflect information associated with each step describing the intent of the specific process. Florida PALM screenshots are included within the sections to allow connections to be made from specific business subprocess steps to screens within Florida PALM.

The Business Process Flow Diagrams use horizontal swim lanes to depict where activities are performed by different parties or systems. Each swim lane is titled with a role, either agency-based or within Department of Financial Services (DFS), and in some cases, are representative of an external entity or system. The swim lanes may change from page to page within a single business subprocess as more or fewer roles are required to execute sections of the business subprocess. Optionally, the process flow diagram may reflect vertical swim lanes to further designate information such as systems or time intervals.

This information should be read in conjunction with the Business Process Flow Diagrams.

¹ <https://app.smartsheet.com/b/publish?EQBCT=0145b968d515454e9753d4943702576a>. Note: this list includes only terms related to Design Segment I and II Business Processes and will be updated with terminology supporting the remaining Design Segments during the coming months.

60.2.1 – Direct Journal Deposits

Table 1: Direct Journal Deposits

60.2.1 – Direct Journal Deposits		
Module	Accounts Receivable	
Related Module(S)	Cash Management	
Swim Lane – Definition	<p>Agency AR Deposit Approver: agency role responsible for reviewing and approving deposits</p> <p>Agency AR Deposit Processor: agency role responsible for creating the deposit header and line detail information</p> <p>Agency AR Deposit Spreadsheet Upload Processor: agency role responsible for uploading deposits</p> <p>DFS AR Audit Approver: DFS role responsible for auditing expenditure refunds</p> <p>DFS CM Bank Reconciliation Processor: DFS role responsible for reconciling bank accounts (role not shown as a swimlane on flow diagram)</p> <p>DFS Same Day Deposit Approver: DFS role responsible for approving Same Day deposit requests</p>	
Process Step ID	Process Step Title	Description of Process
1	Determines Need to Record Deposit	<p>The Agency AR Deposit Processor receives a payment that is not tied to an open receivable item. Such payments are referred to as Direct Journal Payments. If the deposit is a paper check, the last 3 digits of the deposit slip number can be entered as the Agency Deposit Number (e.g., 111) while creating the deposit for bank reconciliation purposes.</p> <p>Deposits with a non-revenue GL ChartField Account (e.g., Expenditure Refund to GL Account – 7*****) will require agency and DFS Accounting & Auditing approval through workflow. The best practice is to separate the non-revenue deposits from revenue deposits when preparing the bank deposit slip or transmitting with the bank. The agency business process to separate the non-revenue deposits from the revenue deposits upfront when transacting with the bank will minimize cash delays due to the workflow required on non-revenue deposits.</p> <p>The agency may also need to reclassify revenues through a \$0 deposit.</p>
2	Obtain Electronic Deposit #	<p>Before entering electronic deposit payments in Florida PALM, the Agency AR Deposit Processor reviews the ARR021 Unreconciled Deposits Report to obtain the deposit number (e.g., 11111A) and confirm the amount.</p>

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Process Step ID	Process Step Title	Description of Process
3	Inbound Deposit Data (ARI007, ARI010)	<p>Some agencies provide deposit information via a file, which can be loaded to create the deposit and payments. The Agency AR Deposit Spreadsheet Upload Processor user is responsible for creating and loading the ARI010 Inbound Deposit Spreadsheet Upload file and the ARI007 Inbound Deposit Data interface is loaded through the batch process as an agency business system interface file.</p> <p>Deposits with a non-revenue GL ChartField Account (e.g., Expenditure Refund to GL Account – 7*****) will require agency and DFS Accounting & Auditing approval through workflow. The best practice is to separate the non-revenue deposits from revenue deposits when preparing the bank deposit slip or transmitting with the bank. The agency business process to separate the non-revenue deposits from the revenue deposits upfront when transacting with the bank will minimize cash delays due to the workflow required on non-revenue deposits.</p> <p>The CMR001 Agency Bank Deposit Extract report provides bank data in the ARI010 Inbound Deposit Spreadsheet Upload format. Bank data from the report can be copied and pasted to the spreadsheet upload template for a starting point to load deposits. The user will need to provide and enter accounting data to complete the deposit and payment entries.</p> <p>The CMI004 Outbound Bank Deposit Transactions and the CMI013 Outbound BAI Bank Statement interfaces provide bank data to agencies for creating their inbound deposit files (ARI007 and ARI010).</p>
4	Perform Interface Error Checking	<p>Edit validations are performed on each interface before the data is allowed to load to the AR module. If the file is rejected, all transactions in the file are rejected and the file must be resubmitted once the issue is resolved.</p> <p>If the file is not rejected, edit validations are performed on each transaction before the data is allowed to load for processing in the AR module. Additional edits will be performed during the transaction life cycle.</p> <p>Rejected transactions are managed through the 120.1 Interface Error Handling Process.</p>

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Process Step ID	Process Step Title	Description of Process
		Edit Validations include: <ul style="list-style-type: none"> • ChartField Validation • Amount Validation • Open Period Validation • Supplier Validation
5	Load Deposit Data	<p>Data passing the initial edits is interfaced and loaded into the AR module through an automated process.</p> <p>Most deposits and payments interfaced bypass approval workflow and are marked approved systematically through the interface processing. If for example, a non-revenue GL ChartField Account (e.g., Expenditure Refund to GL Account – 7*****) is entered through the interfaces, the payment is routed through workflow (ARW002) for an agency level approval before routing for the DFS audit level approval.</p> <p>Once deposits and payments are created by the interfaces, the system transactions are available for reconciliation to the bank statement transactions. The agencies can monitor the reconciliation process to confirm the deposit is verified. Deposits and payments must be verified and approved to go through the system jobs (e.g., edit check, budget check, cash check, and post to the ledgers).</p>
6	Create Deposit and Accounting Entries	<p>The Agency AR Deposit Processor enters the required information related to payments on the deposit page. ChartField values are used to link and report deposits associated with projects, grants, and contracts. There are also fields on the deposit to reference a Supplier ID and an Asset ID.</p> <p>Federal and State funds can be included in one deposit and identified separately in the accounting lines.</p> <p>If the deposit is related to a clearing fund bank, a specific deposit type is used for financial reporting purposes.</p> <p>If the deposit is for a revenue reclassification that does not require budget authority, a \$0 deposit entry is created with payments and accounting lines representing the revenue reclassifications.</p>

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Process Step ID	Process Step Title	Description of Process
		<p>Supporting documentation can be attached for each payment. The DFS A&A Expenditure Refund Form is attached at this step and may require an Accounts Payable (AP) payment query to obtain data for completion.</p> <p>Once deposits and payments are created by the agencies, the system transactions are available for reconciliation to the bank statement transactions. The agencies can monitor the reconciliation process to confirm the deposit is verified. Deposits and payments must be verified and approved to go through the system jobs (e.g., edit check, budget check, cash check, and post to the ledgers).</p> <p>If entered online manually, the deposit and payment routes through workflow (ARW002) to the Agency AR Deposit Approver for approval.</p> <p>Below Figure 1 and Figure 2 provides an example of the Deposit Control Page, Totals Tab, and Payments Tab where deposit and related payment(s) information is displayed.</p> <p>Below Figure 3 provides an example of the Modify Accounting Entries Page, Directly Journalled Payments Tab where accounting information is displayed.</p>
7	Approve Deposit (ARW002)	<p>The deposit approvers use the Direct Journal Deposit Approval link in the WorkCenter to review any payments pending their approval.</p> <p>If the deposits and payments are Denied or more information is requested by the Agency AR Deposit Approver, the ARW002 Direct Journal Workflow routes the transaction back to the Agency AR Deposit Processor to provide updates or more information.</p> <p>If a deposit and payment(s) include non-revenue and revenue accounting together on a transaction, the Agency AR Deposit Approver can deny the transaction through workflow and request the Agency AR Deposit Processor to update the non-revenue accounting line to a revenue default accounting line. The update will allow for the</p>

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Process Step ID	Process Step Title	Description of Process
		<p>transaction to continue in the lifecycle without routing to the DFS AR Audit Approver, which would cause a cash delay. The Agency AR Deposit Processor can create a \$0 deposit to reverse the revenue default accounting line and enter the non-revenue accounting line to be routed through workflow for approval. The \$0 deposit separates the non-revenue accounting line from the revenue accounting line on the original deposit.</p> <p>If transactional updates are completed, the transactions will be routed back through all applicable Approvers.</p> <p>If the transaction is Denied and the Agency AR Processor does not make updates, the agency will follow the 60.1.4 AR Period Close business process to close out the transaction.</p> <p>If the deposits and payments are Approved by the Agency AR Deposit Approver, the transaction lifecycle proceeds.</p> <p>Deposits and payments must be verified and approved to go through the system jobs (e.g., edit check, budget check, cash check, and post to the ledgers).</p> <p>If the payment accounting is for a non-revenue GL ChartField Account (e.g., Expenditure Refund to GL Account – 7****), the transaction routes to the DFS AR Audit Approver.</p>
8	Approve Deposit (ARW002)	<p>The deposit approvers use the Direct Journal Deposit Approval link in the WorkCenter to review any payments pending their approval.</p> <p>If the deposits and payments are Pushback through the ARW002 Direct Journal Workflow by the DFS AR Audit Approver, the transactions route back to the Agency AR Deposit Approver to provide more information.</p> <p>If Request Information is used through the ARW002 Direct Journal Workflow by the DFS AR Audit Approver, the transactions are placed on hold for the Agency AR Deposit Processor to provide more</p>

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Process Step ID	Process Step Title	Description of Process
		<p>information before the approval process can move forward.</p> <p>If the deposits and payments are Denied through the ARW002 Direct Journal Workflow by the DFS AR Audit Approver, the transactions route back to the Agency AR Deposit Processor for updates (e.g., update to prior year revenue account for expenditure refunds).</p> <p>If transactional updates are completed, the transactions will be routed back through all applicable Approvers.</p> <p>If the deposits and payments are Approved by the DFS AR Audit Approver, the transaction lifecycle proceeds.</p> <p>Deposits and payments must be verified and approved to go through the system jobs (e.g., edit check, budget check, cash check, and post to the ledgers).</p>
9	Submit Same Day Deposit Type (ARW002)	<p>In cases where deposit verification approval is needed prior to receiving the bank statement file, the agency submits a Same Day Deposit Type to be routed through the ARW002 Direct Journal Workflow for Treasury review.</p>
10	Approve Same Day Deposit Type (ARW002)	<p>The deposit approvers use the Direct Journal Deposit Approval link in the WorkCenter to review any payments pending their approval.</p> <p>Treasury reviews and approves the same day deposit entry based on validating the information in the banking portal. The workflow is used for large ACH or wire deposits on a case-by-case basis.</p> <p>If the deposit and payment is Denied or more information is requested by the DFS Same Day Deposit Approver, the ARW002 Direct Journal Workflow routes the transaction back to the Agency AR Deposit Processor to provide updates or more information.</p> <p>If a transactional update is completed, the transaction routes back through all applicable Approvers.</p>

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Process Step ID	Process Step Title	Description of Process
		<p>If the transaction is Denied and the Agency AR Processor does not make updates, the agency will follow the 60.1.4 AR Period Close business process to close out the transaction.</p> <p>If the deposit and payment is Approved by the DFS Same Day Deposit Approver, the transaction lifecycle proceeds.</p> <p>Deposits and payments must be verified and approved to go through the system jobs (e.g., edit check, budget check, cash check, and post to the ledgers).</p>
11	Review Unreconciled Same Day Deposits	DFS Same Day Deposit Approver reviews unreconciled system transaction deposits entered by the agency against unreconciled bank transactions for reconciliation purposes.
12	Semi Manual Reconciliation	If the same day deposit system transaction matches the bank transaction, the DFS Same Day Deposit Approver reconciles the transactions together through the Semi Manual Reconciliation page.
13	Review Unreconciled Deposits	After bank reconciliation runs, if the deposit is not reconciled, the Agency AR Deposit Processor must review and determine why the deposit is not reconciled. If a deposit correction is needed, the Agency AR Deposit Processor must correct the deposit entry to match the bank deposit information. If a bank correction is needed, the Agency AR Deposit Processor must contact Treasury.
14	Submit Research Request/Recon. Assist. Form (CMF007)	The Agency AR Deposit Processor submits a Treasury Correspondence Form – Research Req Reconciliation form to provide the specific bank or deposit assistance needed.
15	Review Assistance Needed	If a bank correction is needed, the DFS CM Bank Reconciliation Processor contacts the bank. If the DFS CM Bank Reconciliation Processor needs further information, the form is routed back to the Agency AR Deposit Processor.
16	Run Edit Check	Edit check process will run at the designated interval. Edit check process will validate that ChartField values are active, validate combination edit rules applicable to the transaction (i.e., does

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Process Step ID	Process Step Title	Description of Process
		transaction reflect an accurate Budget Entity to State Program correlation), and validate the accounting period is open.
17	Resolve Edit Errors	<p>Edit errors must be resolved prior to the transaction proceeding. The Agency AR Deposit Processor should confirm the validity of the ChartField values and the ChartField string used on the transaction and make necessary updates. Agency AR Deposit Processor should confirm that date of transaction falls within an open period.</p> <p>If error persists after making updates, and a SpeedKey is being used, Agency AR Deposit Processor should consult with Agency COA Maintainer to determine if SpeedKey was established inaccurately.</p>
18	Run Budget/Cash Check	<p>Revenue deposits Budget check process will run at the designated interval to increase or decrease the revenue balances. Revenue Budget check is set to systematically pass when revenue Account values are present on a transaction to allow revenue to post.</p> <p>Revenue deposits Cash check process will run at the designated interval to confirm use of valid ChartFields and increase or decrease the spendable cash balances.</p> <p>Expenditure Refund deposits Budget check process will run at the designated intervals to confirm use of valid ChartFields and restore the appropriation balances expended and received within the same fiscal year.</p> <p>Expenditure Refund deposits Cash check process will run at the designated intervals to confirm use of valid ChartFields and increase the spendable cash balances.</p> <p>When a Revenue or Expenditure Refund deposit passes budget and cash check with no exceptions, the transaction lifecycle will proceed.</p>
19	Manage Budget/Cash Exceptions	If a deposit is consuming cash (e.g., debit deposit adjustment) and exceeds the spendable cash balance, the transaction will fail. Transactions with

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Process Step ID	Process Step Title	Description of Process
		<p>errors stop at the Cash Checking stage and do not proceed until the error is corrected or overridden by DFS. Please see 20.2 Budget Execution and Management for more information.</p> <p>If an Expenditure Refund deposit results in an available appropriation balance that exceeds the original appropriation amount (e.g., expenditure refund amount exceeds the total expended for the fiscal year) or no budget exists for the ChartField string, the transaction fails budget check. The Agency AR Deposit Processor can update the ChartField string (e.g., update to prior year revenue account, update expenditure category) to resolve the error or contact the Agency KK Budget and Cash Maintainers. Internal agency policy should guide the Agency AR Deposit Processor regarding transaction processing when an error is returned. Please see 20.2 Budget Execution and Management for more information.</p> <p>Budget and cash check errors continue to be systematically checked until they are resolved.</p>
20	Update Ledger Balances	<p>Upon passing the budget and cash check, the applicable revenue, budget, or cash ledgers will be updated. Please see 20.2 Budget Execution and Management for more information.</p>
21	Generate GL Journals	<p>Journal Generator (JGEN) processes posted accounting entry data from the Florida PALM source modules, summarizes the data, and creates journals in the General Ledger. The Journal Generator process will edit, budget check, and post the journal entries created during the process. Please see 10.2, Enter and Process Journals for more information on source module journal entries.</p> <p><i>Below Figure 4 provides an example of the Modify Accounting Entries Page where the Journal IDs are referenced after the JGEN process.</i></p>
22	Export Deposit Data	<p>Florida PALM exports agency specific Direct Journal Deposit data.</p>
23	Outbound Deposit Data (ARI024)	<p>Outbound Direct Journal Deposits and payments are sent to agency business systems.</p>

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FloridaPALM AR Payments Search >> Advanced Search Last Search Results

Totals | Payments

Unit 43000 Deposit ID 376 *Agency Deposit Number TEST123 Delete Deposit

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*Accounting Date 08/31/2023 Control Currency
 *Bank Code BOA BOA Format Currency USD
 *Bank Account 3176 XXXXXX_XXX_XXXXXXXXXXXXXXXX_XXX_XXX Rate Type CRRNT
 *Deposit Type 1 General Exchange Rate

Control Totals			Control Data		
Control Total Amount	100.00	*Count 1	*Received	10/23/2023	
Entered Total Amount	100.00	Count 1	*Entered	10/23/2023	
Difference Amount	0.00	Count 0	Posted	10/23/2023	
Posted Total Amount	100.00	Count 1	Assigned	SUPRIYA VADDI	
Journalled Total Amount	0.00	Count 0	User	SUPRIYA VADDI	

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Totals | Payments
 Figure 1: Deposit Control Page, Totals Tab

FloridaPALM AR Payments Search >> Advanced Search L

Totals | Payments

Unit 43000 Deposit ID 376 Date 10/23/2023 Balance Balanced

Payment Information Find | View All First 1 of 1 Last

Payment Seq 1 *Payment ID PAY123 *Accounting Date 08/31/2023
 Amount 100.00 Currency USD
 Rate Type CRRNT Exchange Rate 1.00000000
 Payment Predictor Journal Directly Range of References
 Payment Method Check Attachments (0)
[View Audit Logs](#)

Customer Information Find First 1 of 1 Last

Customer ID 1000000010 Business Unit
 Remit From 1000000010 Remit SetID STATE
 Name XXXXX XXX
 Corporate 1000000010 Corporate SetID STATE
 SubCust1 SubCust2
[Link MICR](#)

Detail References Add Conversation View/Update Conversations
Reference Information Personalize | Find | View All First 1 of 1 Last

Qual Code	Reference	To Reference
1	TESTST	

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Totals | Payments
 Figure 2: Deposit Control Page, Payments Tab

Figure 3: Modify Accounting Entries Page, Directly Journalled Payments Tab

Short Name	Entry Status	Status	Stat	Journal ID	Journal Date	Line Descr	Short Name	Budget Date	Ref	Created On	Created By	Last Modified On	Modified By
User	Entry for Post DJ	Complete		AR00277457	02/07/2022		Bypass	02/07/2022		02/07/2022 10:46AM	FLP_BATCH	02/07/2022 10:46AM	FLP_BATCH
Cash	Entry for Post DJ	Complete		AR00277457	02/07/2022					02/07/2022 10:46AM	FLP_BATCH	02/07/2022 10:46AM	FLP_BATCH

Figure 4: Modify Accounting Entries Page, Directly Journalled Payments Tab

60.2.2 – AR Deposits (Segment III - TBD)

Table 2: AR Deposits

60.2.2 – AR Deposits		
Module		
Related Module(s)		
Swim Lanes – Definition		
Process Step ID	Process Step Title	Description of Process
1		
2		
3		

60.2.3 – Returned Items

Table 3: Returned Items

60.2.3 – Returned Items	
Module	Accounts Receivable

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Related Module(S)	Cash Management	
Swim Lane – Definition	<p>Agency AR Deposit Processor: agency role responsible for creating the deposit header and line detail information</p> <p>DFS AR Deposit Processor: DFS role responsible for creating the deposit header and line detail information</p> <p>DFS CM Bank Reconciliation Processor: DFS role responsible for reconciling bank accounts</p>	
Process Step ID	Process Step Title	Description of Process
1	Inbound Returned Items (ARI033, ARI022)	The Bank or 3 rd Party (e.g., NIC) provides returned item interface files to Florida PALM. Returned items include returned checks, EFT/ACH returns, credit card chargebacks, and credit card chargeback reversals.
2	Perform Interface Error Checking	<p>Edit validations are performed on each interface before the data is allowed to load to the AR module. If the file is rejected, all transactions in the file are rejected and the file must be resubmitted once the issue is resolved.</p> <p>If the file is not rejected, edit validations are performed on each transaction before the data is allowed to load for processing in the AR module. Additional edits will be performed during the transaction life cycle.</p> <p>Rejected transactions are managed through the 120.1 Interface Error Handling Process.</p> <p>Edit Validations include:</p> <ul style="list-style-type: none"> • ChartField Validation • Amount Validation • Open Period Validation
3	Load Returned Items Data	Data passing the initial edits is interfaced and loaded into the AR module.
4	Load and Create Direct Journal Deposit	<p>Florida PALM loads and creates the returned item deposit as a Direct Journal Deposit to the agency's default accounting ChartField values. Default ChartField values for Returned Items are maintained by Treasury through configuration of Distribution Codes.</p> <p><i>Below Figure 5 provides an example of the Deposit Control Page, Totals Tab where deposit information is displayed.</i></p> <p><i>Below Figure 6 provides an example of the Distribution Code page where the default accounting is configured.</i></p>

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Process Step ID	Process Step Title	Description of Process
		<p><i>Below Figure 7 provides an example of the Modify Accounting Entries Page, Directly Journalled Payments Tab where accounting information is displayed.</i></p> <p>Florida PALM systematically reconciles the agency's deposit entry to the corresponding bank deposit data to confirm the deposit details match. Florida PALM provides bank deposit data from the 70.2 Manage and Reconcile Bank Statements business process.</p>
5	Review Unreconciled Bank and Deposit Trans.	The DFS CM Bank Reconciliation Processor monitors and reviews unreconciled bank and deposit transactions related to returned items. There are scenarios where banks or 3 rd parties are contacted by Treasury for assistance with the returned items.
6	Semi Manual Reconciliation	In some scenarios, the DFS CM Bank Reconciliation Processor must intervene and complete a manual reconciliation (e.g., Semi Manual Reconciliation) for the returned items to proceed in the transaction lifecycle.
7	Run Edit Check	Edit check process will run at the designated interval. Edit check process will validate that ChartField values are active, validate combination edit rules applicable to the transaction (i.e., does transaction reflect an accurate Budget Entity to State Program correlation), and validate the accounting period is open.
8	Resolve Edit Errors	Edit errors must be resolved prior to the transaction proceeding. The DFS AR Deposit Processor reviews the error to determine the action needed. If the DFS AR Deposit Processor cannot resolve the error, they will work with the applicable agency to resolve (i.e., update invalid distribution code).
9	Run Budget/Cash Check	<p>Returned Item deposits Budget Check process will run at the designated interval to decrease the revenue balances. Revenue Budget Check is set to systematically pass when revenue Account values are present on a transaction to allow revenue to post regardless.</p> <p>Returned Item deposits Cash Check process will run at the designated interval to confirm use of valid ChartFields and decrease the spendable cash balances.</p>

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Process Step ID	Process Step Title	Description of Process
		When a Returned Item deposit passes Budget and Cash Check with no exceptions, the transaction lifecycle will proceed.
10	Manage Cash Exceptions	If the Returned Item deposit exceeds the spendable cash balance, the transaction will fail. Transactions with errors stop at the Cash Checking stage and do not proceed until the error is corrected or overridden by DFS. Please see 20.2 Budget Execution and Management for more information. Cash check errors continue to be systematically checked until they are resolved.
11	Update Ledger Balances	Upon passing the Budget and Cash Check, the applicable revenue, budget, or cash ledgers will be updated. Please see 20.2 Budget Execution and Management for more information.
12	Generate GL Journals	Journal Generator (JGEN) processes posted accounting entry data from the Florida PALM source modules, summarizes the data, and creates journals in the General Ledger. The Journal Generator process will edit budget check and post the journal entries created during the process. Please see 10.2, Enter and Process Journals for more information on source module journal entries.
13	Export Returned Items Data	Florida PALM exports agency specific Returned Items data.
14	Outbound Returned Items Data (ARI020)	An interface containing returned item details is sent to agency business systems from Florida PALM.
15	Analyze Returned Item Data	Returned item data is analyzed through reports for collection purposes and to reclass default accounting entries, if needed.
16	Create \$0 Deposit	Create \$0 deposit to reverse default returned item accounting from the direct journal payment created from the bank file and reclass to the accounting ChartField string needed to account for the returned item.

FloridaPALM AR Payments Search Advanced Search Last Search Results

Totals Payments

Unit 43000 Deposit ID 42971 *Agency Deposit Number TEST321 Delete Deposit

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*Accounting Date 10/31/2023 Control Currency USD

*Bank Code WELLS Wells Format Currency USD

*Bank Account 4018 4300000_DFS_OFR_BANKING_FINANCE Rate Type CRRNT

*Deposit Type A DMEFT/ACH Exchange Rate 1.00000000

Control Totals			Control Data		
Control Total Amount	-100.00	*Count 1	*Received	11/07/2023	
Entered Total Amount	-100.00	Count 1	*Entered	11/07/2023	
Difference Amount	0.00	Count 0	Posted		
Posted Total Amount	0.00	Count 0	Assigned	JACK.JENKINS	
Journalled Total Amount	-100.00	Count 1	User	JACK.JENKINS	

Save Return to Search Notify Refresh Add Update/Display

Totals | Payments

Figure 5: Deposit Control Page, Totals Tab

FloridaPALM All Search Advanced Search Last Search Results

Distribution Code

SetID STATE Distribution Code 4300000

Distribution Code Definition

*Effective Date 01/01/1901 *Status Active

*Description 4350257300243900560000020000

Short Description DFS

*Distribution Type Revenue Contract Liability Dist Code

ChartField Values

Organization	*Account	Fund	Budget Entity	Category	State Program	PC Business Unit	Project	Activity
1	605000	57300	43900560	000200				

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Figure 6: Distribution Code Page

Unit: 43000 Deposit ID: 42971 Payment: TEST123 Seq: 1

Currency Details

Amount	-100.00	Currency	USD
Base	-100.00	Currency	USD

Complete Budget Status: Valid

Distribution Lines

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Organization	Account	Fund	Category	Budget Entity	State Program	PC Business Unit	Project	Activity	Analysis Type	PC So Type
1	43000	100.00		100.00	USD		605000	57300	000200	43900560						
2	43000		100.00	-100.00	USD		WFC304	57300	000200	43900560						

Total

Lines	2	Total Debits	100.00	Currency	USD	Total Credits	100.00	Currency	USD	Net	0.00
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Buttons: Save, Return to Search, Notify

Figure 7: Modify Accounting Entries Page, Directly Journalled Payments Tab

60.2.4 – Manage Electronic Receipts Data

Table 4: Manage Electronic Receipts Data

60.2.4 – Manage Electronic Receipts Data		
Swim Lanes – Definition	Agency AR Deposit Reporter: Agency role responsible for reviewing electronic receipts data DFS AR Electronic Receipts Maintainer: DFS role responsible for managing electronic receipts data	
Process Step ID	Process Step Title	Description of Process
1	OIT Receives ePayment Data	DFS Office of Information Technology (OIT) receives ePayment data (e.g., credit cards) from the bank.
2	OIT Distributes ePayment Data	DFS OIT distributes ePayment Data received from the bank to agencies through a DFS server.
3	Agency Receives ePayment Data	The agency receives ePayment data to support processing in agency business systems. This information informs decisions related to deposits.
4	Inbound ACH NOC Interface (ARI033)	The ACH NOC interface contains details about customer drafts that require changes to the banking information (e.g., insufficient funds, changes to bank routing/bank account numbers).
5	Perform Interface Error Checking	Edit validations are performed on each interface before the data is allowed to load to the AR module. If the file is rejected, all transactions in the file are rejected and the file must be resubmitted once the issue is resolved. If the file is not rejected, edit validations are performed on each transaction before the data is allowed to load for

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Process Step ID	Process Step Title	Description of Process
		processing in the AR module. Additional edits will be performed during the transaction life cycle. Rejected transactions are managed through the 120.1 Interface Error Handling Process. Edit Validations include: <ul style="list-style-type: none"> • ChartField Validation • Amount Validation • Open Period Validation
6	Load & Parse ACH NOC Data	Upon receipt, Florida PALM imports the ACH NOC data and parses the data by agency.
7	Export ACH NOC Data	Florida PALM exports agency specific ACH NOC data.
8	Outbound ACH NOC Interface (ARI012)	The Agency AR Deposit Reporter receives the agency specific ACH NOC data which provides support in processing customer drafts.
9	Review ACH NOC Data	The Agency AR Deposit Reporter reviews the ACH NOC data online to identify updates to customer banking data. <i>Below Figure 8 provides an example of the ACH Notice of Change page where NOC Details can be identified.</i>

ACH Notice of Change

The screenshot displays a web interface for an ACH Notice of Change. It is divided into two main sections: "NOC Details" and "Incorrect DFI Account Number".

NOC Details: This section contains various fields for transaction information, including:

- Bank Transaction Date: 06/01/2021
- Bank Name: BANK OF AMERICA, N.A.
- Effective Entry Date: 06/01/2021
- Originating DFI: [input field]
- Receiving DFI ID: [input field]
- Receiver Name: ABC CORP & COOP Lic
- DFI Account Number: [input field]
- Original Receiving DFI: [input field]
- Company Name: [input field]
- Addenda Trace Number: [input field]
- Company Entry Description: Lic Sale R
- Original Entry Trace Number: [input field]
- Receiving DFI Check Digit: 9
- Identification Number: ABCD51
- Transaction Code: 26
- Trace Number: [input field]

Incorrect DFI Account Number: This section lists fields for correction:

- Correct DFI Account Number: [input field]
- Correct Routing Number
- Correct Receiving Name
- Correct Transaction Code
- Correct Individual Identification Number

An "OK" button is located at the bottom left of the form.

Figure 8: ACH Notice of Change Page

Accounting Events

Accounting events originate during transaction processing in the applicable source module. The accounting events impact the source module, Commitment Control ledgers, and the General ledger (Actuals).

- Source Module accounting entries require user input (U) of the primary line (i.e., expenditure, revenues) with an automated system (S) offsetting line (i.e., payable, receivable) during transaction entry. The source model transaction must pass Edit Check, Budget Check, and Cash Check (on applicable entries) prior to posting the transaction.
- The Run Budget Check (Commitment Control) process automatically affects balances in the appropriate budget ledger (i.e., appropriation, spendable cash) if the transaction passes the budget check process.
- After the transaction is posted in the source module, an automated system process summarizes and posts the entries in the General Ledger module to the Actuals Ledger.

The table below provides the most common accounting events applicable to this business process.

Table 5: Accounting Events Included on Business Process Flow Diagrams

Ledger Impact ID	Accounting Event	Source Module Accounting Entry	Commitment Control Ledger(s) Impact	General Ledger (Actuals) Entry
AR01	Revenue Deposit	Debit: Cash (S) Credit: Revenue (U)	Increases Collected Revenue Balance, Increases Spendable Cash Balance	Debit: Cash Credit: Revenue
AR02	Revenue Deposit Returned Item or Bank Adjustment	Debit: Revenue (U) Credit: Cash (S)	Decreases Collected Revenue Balance, Decreases Spendable Cash Balance	Debit: Revenue Credit: Cash
AR03	Expenditure Refund Deposit	Debit: Cash (S) Credit: Expenditures (U)	Increases Spendable Cash Balance, Increases Available Appropriations Balance	Debit: Cash Credit: Expenditures

Key Reports

Key Reports are displayed as icons with the Report Number on the Business Process Flow Diagrams. The table below provides the reports identified to be produced at a particular process step or is used to support the completion of a process step.

Table 6: Key Reports Included on Business Process Flow Diagrams

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R1	CMR001	Agency Bank Deposit Extract Report – A report that provides a query to prepopulate the deposit spreadsheet from the bank statement file to assist agencies in recording deposits.	PeopleSoft	Periodic	Agency, DFS
R2	ARR021	Unreconciled Deposits Report – A report that provides a list of unreconciled deposits. Report includes unreconciled bank data to assist with deposit entries that are needed in the system for reconciliation.	PeopleSoft	Periodic	Agency, DFS
R3	ARR007	Deposit Report – A report that provides detailed information for deposits.	PeopleSoft	Periodic	Agency, DFS
R4	ARR020	Reconciled Deposits Report – A report that provides reconciled deposits. Report can be used to monitor deposits that have been reconciled.	PeopleSoft	Periodic	Agency, DFS
R5	ARR070	DOR Agency Deposit Report – A report that provides a list of Agency Deposit transactions that were entered by DOR.	PeopleSoft	Periodic	Agency, DFS
R6	KKR058	Budget and Cash Checking Exceptions Report – A report that lists budget and cash check exceptions along with balances, vouchers with errors and budget exceptions, and vouchers where an override was applied.	PeopleSoft	Periodic	Agency, DFS

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Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R7	KKR023	Revenue Report – A report that provides revenue estimates, revenue recognized, and revenue collected by Fund, Budget Entity, Category, and account code by ChartField combinations.	PeopleSoft	Periodic	Agency, DFS
R8	ARR024	Debit Memo – A report that provides returned item information (includes image for returned checks).	PeopleSoft	Periodic	Agency, DFS

Note: A complete list of reports may be found in the [Reports Catalog](#)².

Conversions

The table below identifies the Conversions related to this Business Process. These items are not included within the Business Flow Diagrams; however, these items are important elements of each Business Process.

Table 7: Data Converted from External System to Florida PALM

Conversion Number	Conversion Description	Source
N/A		

Note: A complete list of conversions may be found in the [Conversions Catalog](#)³.

² <https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>

³ <https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>

Interfaces

The table below provides the Interface IDs for each interface identified on the Business Process Flow Diagrams.

Table 8: Interfaces Included on Business Process Flow Diagrams

Interface Number	Interface Description	Interface Frequency	Source	Target
ARI007	Inbound Deposit Data – Inbound interface file that provides direct journal and customer deposit information from business systems.	Daily	Agency Business Systems	Florida PALM
ARI010	Inbound Deposit Spreadsheet Upload – Inbound interface file that provides direct journal and AR deposit information via a spreadsheet (Excel) upload.	Daily	Agency Business Systems	Florida PALM
ARI012	Outbound ACH NOC Deposit Data – Outbound interface file that provides detailed ACH Notification of Change information transmitted to agencies.	Daily	Florida PALM	Agency Business Systems
ARI020	Outbound Returned Items Data – Outbound interface file that provides returned item data including images to agencies.	Daily	Florida PALM	Agency Business Systems
ARI022	Inbound Returned Item Check Data – Inbound interface file that provides returned item check data including images.	Daily	Bank	Florida PALM
ARI024	Outbound Deposit Data – Outbound interface file that provides Item payment and Direct journal payment data to business systems.	Daily	Florida PALM	Agency Business Systems
ARI033	Inbound ACH NOC and Return Deposit Data – Inbound interface from NIC that	Daily	Bank	Florida PALM

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Interface Number	Interface Description	Interface Frequency	Source	Target
	provides ACH returned and ACH details related to customer drafts that require changes to the banking information.			

Note: A complete list of interfaces may be found in the [Interface Catalog](#)⁴.

Forms

The table below provides the Form Numbers for any forms identified on the Business Process Flow Diagrams.

Table 9: Forms Included on Business Process Flow Diagrams

Form Number	Form Description	Audience
CMF007	Research Request/Reconciliation Assistance - Request form used by organizations to request Research Request/Reconciliation Assistance from DFS.	Agency, Treasury

Workflows

The table below provides the Workflow Numbers for any workflows identified on the Business Process Flow Diagrams.

Table 10: Workflows Included on Business Process Flow Diagrams

Workflow Number	Workflow Description	Audience
ARW002	Direct Journal Workflow – Workflow that routes Direct Journal Deposit entries for approval.	Agency, A&A, Treasury

⁴ <https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>

Agency Configurations

The table below identifies the Agency Configurations related to this Business Process. These items are not included within the Business Flow Diagrams; however, these items are important elements of each Business Process.

Table 11: Configurations Defined and/or Maintained by Agencies

Configuration Number	Configuration Description	Configuration Maintainer
C-AR031	Distribution Code – configuration provides the default accounting for returned items received from bank interfaces and processed as deposits.	Treasury

Appendix

N/A